

Message

From: Karlson, Kristine [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=03891F64998745F2B3A5599401BCA3BF-KARLSON, KRISTINE]
Sent: 7/22/2014 6:52:49 PM
To: Greenberg, Ken [Greenberg.Ken@epa.gov]
Subject: RE: Quarterly update for Kathleen

Ken – Brief synopsis of cases:

Ex. 5 DP / Ex. 7(A)

-Kristine

Kristine Karlson
(415) 947-4297

From: Greenberg, Ken
Sent: Tuesday, July 22, 2014 9:54 AM
To: Greenberg, Ken; Howell, Adam; Karlson, Kristine; Magnan, Eric; PERKINS, SUSANNE; Polek, Jim; Sakamoto, Glenn; Tinger, John; Ty, Fatima
Subject: FW: Quarterly update for Kathleen

As you update milestones in the tracker please also send me an e-mail summarizing the next milestones for each of your cases listed in attached e-mail. At my update meeting tomorrow, Kathleen wants me to use the tracker to show her next milestones in your cases. At my proficiency level, the tracker is a little clunky for this purpose. That's why I'd be most grateful to have an easy to read e-mail from you showing next milestones in each of your cases. But you still need to get your milestones in the tracker because Kathleen will be looking at the tracker tomorrow. Highlighted in yellow below are cases that need to be added to the tracker. Cases already in the tracker may need milestone updates.

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From: Greenberg, Ken
Sent: Monday, July 21, 2014 12:07 PM
To: Greenberg, Ken; Howell, Adam; Karlson, Kristine; Magnan, Eric; PERKINS, SUSANNE; Polek, Jim; Sakamoto, Glenn; Tinger, John; Ty, Fatima
Subject: Quarterly update for Kathleen

I'm meeting with Kathleen on Wednesday afternoon to give her a quarterly update on our case pipeline. I need two things from each of you:

1. Update entries in the tracker for your cases in development and monitored cases with critical upcoming milestones. (See list below.) Be sure to include the next one, two or three milestones. If your case is not in the tracker, please get it in there.
2. Send me a list of inspection reports you still need to complete.

I need these updates by noon Tuesday if possible so I can prepare for my Wednesday afternoon meeting with Kathleen. Here's a reminder of cases that I'll cover in the meeting with Kathleen:

Ex. 5 DP / Ex. 7(A)

Thanks, everybody!

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